

B The Board of IY(UK) and Policies relating to the Board

B7 Job Descriptions of Members of the Board

B7a Job Description of Chair of Iyengar Yoga (UK)

- To be responsible for chairing meetings of the Association, the Executive Council (EX) and the Board.
- To co-ordinate the representation of the Association to outside bodies.
- To co-ordinate the work of the Officers.
- To facilitate communication between the Standing Committees (SCs).
- To sign the minutes of meetings when they have been agreed as a correct record.
- To coordinate all communication between RIMYI and IY(UK) Limited regarding the business of the Association and the Standing Committees and to ensure regular communication with Dr Geeta Iyengar and Sri Prashant Iyengar to keep them informed of the business of the Association and to ask for their guidance when necessary.
- To act as line manager for employed administrative staff {currently 3, likely to be 4 (all part-time) by February 2016}. As line manager to meet with administrators every week via SKYPE/conference call facilities.
- On appointment, the incoming Chair will be offered the opportunity to visit RIMYI to establish personal contact with Abhijata and Prashantji. All travel and accommodation expenses for a two-week trip to be met by the Association.

Specific tasks for the Chair will include:

- Working with the Deputy Chair and Secretary in drawing up Agendas for general and EX meetings, and Board meetings.
- Informing the Secretary which Papers/reports are required for EX meetings, and checking papers for accuracy before they are circulated to members.
- Checking draft minutes of Association, EX and Board meetings for accuracy before they are circulated to members.
- Providing a Chair's Report for each edition of IYN, and reading the magazine prior to publication to check content.
- Writing letters on behalf of the association and liaising with the Secretary and Vice Chair regarding this.
- Keeping a general over view of the work of the association to include:
- Cross referencing the work of the SC's and officers to avoid duplication of work and encourage communication.
- Maintaining regular communication with Ethics and Certification Committee (EC) and Assessing and Teaching Committee (ATC) Chairs and Officers either by phone or email.
- Reading all emails, agendas and minutes of SC meetings. {This is the only item from the SOs that is not currently done. Relevant emails, agendas and minutes are made available should they be requested, or required in certain situations. Otherwise, I have not routinely read these documents.}

- Liaise with the administrative employees to organise a timetable of work and ensure it is completed.
- Sit on the recruitment panel for Association posts.
- Daily checking of, and responding to, emails, from colleagues and association members, as well as more rarely the general public.

B7b Job Description of Deputy Chair of Iyengar Yoga (UK)

- To assist and support the Chair with the performance of his/her office
- To take on the duties and powers of the Chair in his/her absence until the Chair can resume his/her duties or until elections for a new Chair have taken place
- To take on any responsibilities, jobs etc for the Association that the Executive Council (EX) may ask him/her to do
- To be a member of the Board
- In order to fulfil these duties, to learn and understand the role of the Chair

Specific activities will normally include

- Taking responsibility for specific tasks or areas of work as requested by the Chair which may from time to time be helpful
- Reviewing letters to be sent by the Chair and Secretary
- Keeping abreast with the activities of the Standing Committees (SCs) by reading emails, documents etc.
- Checking minutes of General, EX and Board meetings for accuracy before they are circulated to members

B7c Job Description of the Secretary & Deputy Secretary

Title of Post: Secretary (or Deputy Secretary) of Iyengar Yoga (UK) Ltd

EX MEETINGS

- Set dates for meetings
- Book venues for the meetings, arrange payment
- Write Secretary's report for the EX
- Get reports for the EX, put them into the single paper format, send to Chair for comment before sending out to the contact list
- Minutes of EX meeting – write, send to Chair for review, then to EX; send to EX after meeting for review. After following meeting, when these have been approved, send to the Support Manager to put on website

BOARD MEETINGS

- Set dates for the Board meetings (3-4 per year, via phone)
- Attend Board meetings, write minutes and send for review

AGM

- Write Secretary's report
- Collate reports, ask Membership & Office Manager to send to all members in advance of the meeting
- Write minutes and send for review

EX COMMITTEE

- Keep up-to-date list of EX and Committee members. Keep the PR & Website Manager informed of changes so the website can be updated. IYN committee pages will be sent through to you for checking
- Election of people to committees and EX – liaise with Chair of the committee to get job description, email to relevant people, collate responses for the committee/Board to decide
- Elections for Individual Representatives – write email for Membership & Office Manager to send, collate responses, and organise election if needed

NEW INSTITUTES

- Currently about 1 every 2 years – guide them through (we have guidelines to use)

OTHER

- Happy Birthday card to Prashantji (July) and Guru Purnima card in the summer
- Write the Secretary's letter for the IYN
- Board members – keep Redshield Accountants up-to-date
- Answer emails, point people in the right direction, remind people what they haven't done!

TIME NEEDED

- In terms of time - I check emails at least every other day, which takes between 2 minutes and a lot longer, depending what's come in
- The run up to an EX meeting is (clearly) quite busy - I am used to Word/formatting, so probably takes me about 4 hours in total to prep the papers (which is why we're fairly strict about the deadlines for these!) - though it used to take me longer when I first started
- Other than that, it's rarely more than 2-3 hours over a week on EX stuff - and some weeks there's nothing!

B7d Job Description of the Treasurer

Advert for Treasurer:

The Treasurer has overall responsibility for the administration and control of the finances of IY (UK) Ltd. The duties include preparation of the annual budget, controlling expenditure to budget, maintaining the accounts, reviewing subscription levels and fees, and making recommendations to the Board.

We are looking for someone with basic knowledge of accounting practices and book-keeping skills. A working knowledge of Excel worksheets would also be an advantage.

We have a Finance Administrator who processes all receipts and payments. These are recorded on to a Quick Books Accounting system, with the Administrator maintaining the system up to and including the Bank reconciliation. The majority of payments are made through the Banking Automated Clearing Services (BACS). You will be an authorised cheque signatory, and will act as the main contact point for banking matters.

We have appointed accountants who prepare the monthly payroll and annual financial accounts, together with all associated tax liabilities.

Your role will include supporting the Finance Administrator, verifying postings of payments and receipts, and investing surplus cash.

You will be a member of the Board and two Committees, the Finance Committee and Membership Committee. You will be expected to attend the Executive Council meeting, which is held three times a year and the Annual General Meeting. You will be required to present reports on the finances of the Company, including projections of future income and expenditure.

Person Specification:

Treasurer of IY (UK) Ltd (Voluntary)

Qualifications:

- While a recognised Financial qualification would be an advantage, this is not an essential requirement for the position.

Experience and Knowledge:

- Knowledge of accounting practices and book-keeping;
- Understanding of the administration and control of the finances of a small to medium-sized organisation including:
 - preparation of annual budgets;
 - controlling expenditure to budget;
 - maintaining financial accounts;
- Working knowledge of Excel and Word, or similar software;
- Experience of preparing reports, for example to Boards or Committees.

Abilities and skills:

- to work flexibly, on own initiative or as part of a team;
- to prioritise and manage own workload;
- to manage relationships with tact and diplomacy;
- good written and oral communication skills.

Note:

All Board members must be members of the IY (UK) Ltd.

Treasurer Tasks:

Main tasks

EX MEETINGS

- Write Treasurer's report for the EX
- Attend the EX meeting @ 3 times per year

BOARD MEETINGS

- Attend Board meetings 3 -4 per year, via phone

AGM

- Write Treasurer's report
- Attend AGM meeting

PAYROLL

- Liaise with Accountants once a month and send them any changes to the employees' details (e.g. overtime payment) to be included in the payroll – **Deputy Treasurer now does this task**
- Update employees' employment contracts once a year to take into account the annual salary increase

- Calculate the annual administrative salary increase and seek the Board approval
- Calculate overheads cost
- Pay salaries to the employees' bank accounts once the details are received from the Accountant - **Deputy Treasurer now does this task**
- Log into the NEST website and process the pension contribution monthly/ deal with any pension queries
- New employees – send the contract and other relevant details to the Accountant

BUDGETS AND RESERVES

- Preparation of the annual budget for the following year to be presented to the EX and Board
- Review the membership, assessment fees
- Review various expenditure categories
- Liaise with the other committees and Board members from time to time re: various costing estimates, convention budget, IYDF budget
- Perform the review of the budget three times a year and report to the EX
- Review the reserves policy and reserves once a year

FINANCIAL MANAGEMENT

- Review regularly the general ledger in Quickbooks to ensure all postings have been made correctly,
- Control expenditure to the budget
- Sign any cheques/payment requests and review bacs payments /receipts
- Ensure correct payments of CM monies, Yoga Rahasya, Bellur donations are made to Iyengars
- Keep records in order e.g. file all paid invoices/expenses and receipts/bank statements once received from the Finance and Booking Administrator

FINANCIAL ACCOUNTS

- Liaise with the Accountants and clear of any year end queries during the process of the financial statements preparation
- Ensure all invoices for the year have been raised e.g. central mailing fees
- Review the general ledger, trial balance, profit and loss account
- Review 'All Payments by Total' spreadsheet and reconcile to the ledger
- Prepare any journals in respect of creditors/debtors, deferred cost/income
- Present the year end accounts to EX, Board and at AGM
- Once approved sign the accounts and send to the Accountant for the filing with the Companies House

INVESTMENTS AND BANK

- Ensure that any surplus funds are invested on short term deposits with the reputable bank
- Monitor cash flow
- Keep the bank mandates up to date

- Review periodically banking providers

INSURANCE

- Organise renewal of Professional Indemnity Policy insurance and Employers' Liability Insurance

OTHER

- Wording for the IYN
- Answer emails and attend to other ad hoc request

TIME NEEDED

- In terms of time - I check emails almost on the daily basis, which takes between few minutes and a lot longer, depending what's come in
- Some weeks 2-3 hours, some weeks less/more depending on what I am doing

B7e Job Description of the Membership Secretary

- Act as a two-way conduit between the Membership Office and the Board / Executive Committee (EX). Make sure that the decisions of the EX/Board concerning membership matters and policy are communicated to the staff, and that the concerns and requests of the Membership Office are relayed to the EX/Board.
- Ensure that membership policy decided by the EX/Board is implemented to their satisfaction.
- Ensure that requests from the Membership Office for advice or assistance are met satisfactorily.
- Hold regular meetings with the Membership Committee to discuss the business of the Membership Office and the matters described in the points above. Membership Committee meetings should also be used as an opportunity to examine our practices, and to look for improvements that may help the Membership Committee to do its job more effectively.
- Assist in the design and testing of the Membership Office's IT systems.
- Prepare a Membership report for each EX meeting and attend the meeting to discuss matters raised by the report. Follow up any actions that are assigned to you.
- Prepare a Membership report for each issue of Iyengar Yoga News.
- Prepare a Membership report for the AGM and attend to discuss issues raised by this report.
- Sit as a member of the Board attending meetings when required.
- Liaise with other officers and sub-committee members, attending their meetings where necessary.
- Reply to questions from IY(UK) members and from members of the public that are directed to you, even if you pass the query on to the Membership Office for resolution.
- In the event of new staff being taken on by the Membership Office help them come up to speed with their role.

- On leaving the post of Membership Secretary assist in the transition of the new incumbent into the role.

B7f Job Description of the Constitution Officer

- Attend EX meetings - read all agenda notes before the meeting and take an initial view on what needs voting on
- Attend Board meetings (by telephone)
- Liaise with committee Chairs of IY(UK) as and when necessary regarding any changes to the IY(UK) documents of relevance to them.
- Prepare a report for each EX meeting. This report highlights any forthcoming changes to the IY(UK) documents that need to be approved by the EX.
- Be ready to talk through this report at the meeting - references to documents are quite dry and need putting into context. At the meeting the CO also takes notes of any other changes that come up or of any requests for redrafting that occur following discussions and decisions taken by the EX. These will be added to the Board report.
- After the EX meeting compile the approved changes into a report for the Board to be presented at the Board meeting subsequent to the EX meeting. The changes agreed at the EX meeting need to be voted on and ratified by the Board.
- After each Board meeting send the changes through to PR & Website Manager who will update the documents on the website.
- Keep on top of the documents (now compiled into The Complete Guide to IY(UK)) and make sure that they are up to date throughout. Watch out for discrepancies - sometimes they are updated in one section but not cross checked and updated in other relevant sections. The Constitution Officer needs to keep on top of this.
- More generally, as an IY(UK) Board Member, be ready to engage in all Board business - decisions are discussed and taken by the Board as a whole and all members are expected to be part of this process.

TIME NEEDED

- Regular checking of emails and readiness to respond to more urgent Board business.
- It is helpful to keep a note of any changes to documents as they arise. Then about 4 weeks before the EX meeting these are compiled into the CO's report - this takes about an hour if the list of changes has been kept up to date.
- Preparing the report for the Board takes another half an hour - most of the work is already done prior to the EX meeting.
- Another hour max needed to prepare the changes to send to PR & Website Manager - in a way that is clear to follow when they update the website.